

Show That You're Free or Out of Office During an Appointment

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By default, when you schedule a meeting or an appointment in Microsoft Outlook®, your calendar indicates that you're busy during that time. However, that may not be the status you want to communicate to others. For example, maybe you want to block off time to work on a special project, but you want others to know that you're available should they need to stop by, schedule a meeting, or call. Or, maybe you're attending a meeting off site, so it's unlikely you'll be back in the office immediately after the scheduled meeting. In this case, you'll want your schedule to show that you're out of the office so others know not to expect you back right away. If you want your calendar to accurately reflect your status during a scheduled appointment, choose the appropriate Free/Busy setting for that appointment.

Indicate that you're free or out of office during a scheduled appointment

1. Open the appointment or meeting item on your calendar.
2. In the **Show time as** list, click **Free** or **Out of Office**.
3. On the **File** menu, click **Save**.